

*RMS Cap*  
*File: James Mgmt*  
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<input checked="" type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL	<input type="checkbox"/>	SECRET
CENTRAL INTELLIGENCE AGENCY <b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS		INITIALS	DATE	
1	Mr. [redacted]				
2	3C-19, Headquarters				
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		<input checked="" type="checkbox"/> INFORMATION		SIGNATURE	
Remarks:  Don:  In accordance with your request today, there is attached material relative to Forms Management Workshops conducted by GSA. We have had two (2) such workshops sponsored jointly by GSA and our Staff. These have been very successful. I believe DDP, too would profit from them. I suggest that the groups should not exceed 15 or 20. As indicated today these workshops require about six (6) hours actual classroom work.  <i>Let me know your wishes.</i>					
FOLD HERE TO RETURN TO SENDER					
ADDRESS AND PHONE NO.			DATE		
[redacted] Rec Mgmt Staff/DDS			4/4/63		
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